

Duties and Responsibilities

SMBRC Chief Administrative Director

Management, Coordination and Supervision of Public Processes for the SMBRC:

- Coordinate and execute the meetings of the Governing Board (GB) and the Executive Committee (EC).
- Coordinate and execute the meetings of the Technical Advisory Committee (TAC) and the Watershed Advisory Council (WAC).
- Manage membership of the GB, TAC, and WAC. Coordinate and run annual election of the GB and TAC leadership positions. Manage membership consideration and approval processes of entities to the WAC.
- Coordinate with LA County and serve as Executive Officer of the Santa Monica Bay Restoration Authority (SMBRA). Support administrative functions of the SMBRA including budget preparation, reports, audits, meeting logistics, grants, contracts, applications and project tracking.

Management, Coordination and Supervision of Internal Practices for the SMBRC:

- Manage the retention of documents and other records consistent with SWRCB standards and SMBRC policy.
- Respond to California Public Records Act requests
- Coordinate with legal counsel of the State Water Resources Control Board's Office of Chief Counsel.
- Coordinate FPPC requirements of the SMBRC.
- Interact with State, Federal, Local and other funding authorities to ensure regulations and funding requirements are met.
- Perform necessary administrative functions associated with internal standards and policies of the SWRCB, e.g. human resources, financial, and operational reporting.
- Perform necessary administrative functions associated with internal standards and policies of the SMBRC and SMBRA, e.g. staffing resources, financial, and operational reporting.
- Oversee grant management assistance to the SWRCB for bond-funded projects.
- Provide policy and technical guidance to SMBRC.

Management, Coordination and Supervision of SMBRC Collaborative Actions to Support the Efforts of the Santa Monica Bay National Estuary Program (SMBNEP):

- In collaboration with the SMBNEP, develop and adopt the annual work plan of the SMBNEP.
- In coordination with TBF and other SMBNEP partners; oversee, monitor, and report to the Governing Board the progress in carrying out annual work plan tasks.
- In collaboration with TBF and other SMBNEP partners; contribute to program activities related to tracking, assessing, and reporting Bay Restoration Plan implementation progress and on the Bay's environmental conditions.
- Represent the SMBRC and coordinate with SWRCB staff in amending governing documents, including but not limited to the existing Memorandum of Agreement and Memorandum of Understanding.
- Represent SMBRC on agencies' technical or policy advisory panels and committees and provide expert policy and regulation advice.
- Interact with EPA and SMBNEP program staff to ensure NEP program guidance and requirements are met.